

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Carol Granfield, Interim Town Administrator  
**RE:** Weekly Report  
**DATE:** August 24, 2015  
**CC:** All Departments



---

**Interim Town Administrator:** This week included work on staff reports and transition material for the new Town Administrator. I met with the Finance Director on varied issues including FMLA and personnel. I prepared two administrative regulations on Live Streaming procedures for Boards and Committees and for Exit Interviews. I met the Heritage Commission Chair regarding the upcoming Heritage event and publicizing it. I reviewed a Medicare matter for appeal and responded to emails, messages and correspondence. I prepared letters and material to send to the new Town Administrator and one to E 9-1-1 authorizing a new liaison during the Town Planner's absence. I also had conversation with the Town Engineer regarding some plan review assistance the Town may deem necessary in the near future. During the week of August 24<sup>th</sup> I plan to be in the office all day Tuesday, Wednesday and Thursday afternoon/evening.

**Administrative Liaison:** I worked with the Interim Town Administrator and staff to finalize the Selectmen's meeting agenda. I attended the County Delegation meeting where the Delegation discussed the county's deficit situation and a supplemental budget. The Delegation voted to hold a public hearing on a \$2.6 million supplemental budget, scheduled for September 9, 2015, at the County Nursing Home in Ossipee. This supplemental budget could impact the Town of Moultonborough by \$600K+ in additional county taxes. I met with the Town Attorney to prepare for a purchase and sales agreement on the land acquisition parcel for the 2015 Road Program, Intersection Improvements at Wentworth Shore and Shaker Jerry Roads. I attended the Selectmen's meeting, and coordinated with the Town Engineer and staff for the advertising for the 2015 Road Program - Intersection Improvements bid.

**Finance:** DRA has completed the appropriations review on the new property tax setting software. The MS-1 is due to the State by September 1st along with the revised revenues and I will go over that with the Interim Town Administrator before the report is filed. On Tuesday, August 25th, we will be holding the 3rd quarter Wellness Incentive, put on by InterLocal Trust. The activities will consist of a Stress Management Session and a 10,000 step challenge. This is a Long-Term incentive program (4 quarters) that at the end of each plan year, NHIT automatically distributes long term incentives to all eligible participants. The Interim Town Administrator and I will be meeting this week with a NH Retirement System Auditor to review for accuracy and compliance with the NHRS Statute and Administrative Rules. A questionnaire was sent out to employees in an attempt to improve attendance at the Town Holiday function and will be reported to the Board with recommendations. In the absence of the Town Planner, I will be authorized to execute the E-911 functions for addressing new street numbers.

**Assessor:** I received an email summary of the utility and communication system valuations from George Sansoucy today. They will be following up with the written report shortly.

**Tax Collector:** Nothing to report this week.

**Town Clerk:** Nothing to report this week.

**Public Works & Facilities:** Due to temps reaching into the 90's, a pallet of water was picked up at CG Roxane and dispersed to Town buildings in need. The rented excavator was returned this week to Nortrax and truck 6 had a driver's seat replaced. An area on Sheridan Road that had dropped off was filled, leveled and seeded. Trees at intersections were trimmed back for better visibility and safety. Calcium chloride was spread on Randall Road to help with dust control. A driveway apron was fixed on Bodge Hill Road after damage from a plugged culvert inlet. The Ossipee Mountain Road project has begun, with local excavation contractor Brian Davis Construction being utilized on this project. Ditching and sloping was done to improve drainage and sight line visibility. The crew worked with the contracted excavator using 2 dump trucks to haul away fill for those with Disposal Agreements, and 1 dump truck hauled stumps to Ambrose. Asphalt was cut for all the culverts being replaced and our sweeper cleaned up loose dirt on the roadway. Offset stakes were installed for project and roadway layout. As part of the project the crew replaced 40' of 15" culvert in the area of Wool Wakefield Lane and a 30' piece of 12" culvert for a driveway culvert that was added to improve drainage. The crew staged several other 12" culverts on the project and Dion's Landscaping hydro-seeded the slope areas of the project. The new Cat 926M pay loader was delivered and the surplus Komatsu loader was picked up and paid for. The crew received training on the weather-head hose machine by Ossipee Auto Parts and a leaking oil sensor on truck #3. DPW received a report of a tree that had broken off, was hanging over Kona Farm Road, and was a hazard. Asplundh Tree Service assisted with their large bucket truck to reach the top at 40'+ which was too high for our bucket truck. The crew assisted by cutting and chipping the debris. Agent Kinmond worked with the excavation contractor on Ossipee Mountain Road to layout work to be performed. He inspected speed bumps in Wildwood for plowing, and inspected the chip sealing, and attended the NHPWA Board of Director meeting at NHDOT HQ in Concord, and attended his CPM class at NHBET in Concord. Agent Kinmond also attended the Sick Leave Bank committee meeting to review an employee's request.

**Facility & Grounds Division:** Staff attended to a leaking airline hose in the suspended ceiling at the Neck Fire Station and the lift truck was utilized to make the repair. Facilities staff was alerted by the school that the emergency generator change over did not occur properly from grid power to emergency generator. Andy Daigneau conferred with Power Up Generator via phone and did a manual override. Florescent tubes were brought from the WMF to Highway Garage for pick up by a recycling company. Grounds crew cleaned off pickle ball courts, mowed and trimmed cemeteries, removed trash, and raked the infield at Playground Drive. Regular building checks were performed. Repairs were made to mowers 3 and 7, right and left axles, wheel bearings and greased assemblies, and a tie rod replaced on mower 7. Highway raked LI Beach.

**WMF Division:** Co-Manager Filpula reported that they shipped 1-clean wood, 1-shingles, 1-demo, and 2-MSW containers. It's expected to ship 1-scrap metal, 1-non-ferrous metal container, and the remaining propane tanks this coming week. Agent Kinmond and Co-Manager Filpula attended the Single Stream Recycling Review Committee meeting. Committee members met with NRRA for site review as part of the research on single stream recycling.

**Moultonborough Police Department:** The Moultonborough Police Department recorded 459 log entries, which included the following calls for service, 42 motor vehicle stops, 28 assists to Fire/EMS, 0 Directed Patrols, 6 arrests, 7 complaints, 7 MV Accidents, 8 MV Complaints, 5 residential alarms, 1 commercial alarm and 5 K-9 complaints

Training: Aug. 17<sup>th</sup>, through Aug. 21<sup>st</sup>, Sgt. Peter Beede attended FBI LEEDA training. Aug. 18<sup>th</sup> and 19<sup>th</sup>, Det. Peter John attended Social Media training.

**Moultonborough Fire Department:** Year to date there has been 551 calls for emergency service. For the period of 8/14/15 to 08/20/15 there were 29 calls for service: (11) Medical Emergencies, (1) Outside Fire, (1) Scorch Burns with no Ignition call, (1) Gasoline leak, (1) Power Line call, (1) Aircraft Standby call, (1) Unauthorized Burning call, (3) Motor Vehicle Accidents, (1) Lift Assist, (4) Good Intent calls, and (4) False Fire Alarms.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 9:55 minutes

Overall Average Manpower per incident: 5 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 11:45 min.

Overall Average Day Time Manpower per incident: 4 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 8:55 min.

Overall Average Night/Weekend Manpower per incident: 6 Firefighters/Incident

Operations: 8/20: Hose testing on Engine 2; 8/20: EMS Training-Mass Casualty training, John Burdette, Instructor; Chief Bengtson met with Chief Call from Sandwich; 6 Requests for Information.

**Office of Development Services Planning:**

Town Planner: Nothing to report this week.

Code & Health Office: Nothing to report this week.

**Human Services:** Nothing to report this week.

**Recreation Department:** Long Island Beach Lifeguards went off duty for the season at the end of Sunday, August 23<sup>rd</sup>. Swim lines will remain through Labor Day, but the beach is now posted as unguarded. Challenger Soccer Camp was in Town last week ending on Friday. Adult Softball wrapped up on Sunday with a successful Jamboree, Home Run Derby and Ladies' Long Ball Competition, which concluded the Recreation Department's summer programs. Outdoor Adult Pickle-ball continues through September. Youth soccer clinics will begin this week. The deadline for soccer registrations for grades 1-6 is Tuesday 8/25. The deadline for Kindergarten Soccer and Youth Volleyball is Sept. 4<sup>th</sup>.

**Important Dates to Remember**

**Board of Selectmen's Work Session, August 27, 2015, 4 PM**

**Board of Selectmen's Meeting & Public Hearing, September 3, 2015, 7 PM**

**Labor Day, All Non-Essential Departments are Closed, September 7, 2015**

**Meet & Greet the New Town Administrator, Town Hall, September 10, 2015, 6:15-6:55 PM**

**Board of Selectmen's Meeting, September 10, 2015, 7 PM**

**Board of Selectmen's Meeting & Public Hearing, September 17, 2015, 7 PM**

**Board of Selectmen's Work Session, September 24, 2015**

**\*Staff Meeting, September 4, 2015, 9 AM\***